

JAN 09 2014

TOWN CLERK

3:20 pm

AGENDA
WILLIAMSTOWN BOARD OF SELECTMEN
MONDAY, JANUARY 13, 2014
7:00 P.M.

- 1. CHAIRMAN'S OPENING STATEMENT**
- 2. SELECTMEN'S MINUTES:** December 9, 2013
- 3. LICENSES AND PERMITS**
Request by Images Theater for a One Day Liquor License for Red Carpet Night Event at 50 Spring Street on March 2, 2014 from 8pm-12am.
- 4. ITEMS FOR SELECTMEN'S CONSIDERATION:**
 - A.** Audit Review with Adelson and Co. (David Irwin)
 - B.** Photech and 59 Water Street Requests for Proposals (Affordable Housing Committee)
 - C.** Sign deed to separate Photech lot south of Hoosic River from Parcel 119-18
 - D.** Review December 18, 2013 Liquor License Compliance Checks (Chief Johnson)
 - E.** Contract for The Spruces Relocation Advisory Agent
 - F.** Discussion of Williamstown Government Structure (Allen)
 - G.** Water/Sewer Warrant \$313,006.08
- 5. TOWN MANAGER'S REPORT**
- 6. PETITIONER REQUESTS**
- 7. OTHER BUSINESS**
- 8. VOTE TO ADJOURN**

Next Selectmen's meeting is Monday, January 27, 2014 at 7:00 p.m.

MINUTES
WILLIAMSTOWN BOARD OF SELECTMEN
January 13, 2014
7:00 PM

Present: Jane B. Allen, Chairman, Thomas E. Sheldon, David A. Rempell, Ron Turbin

Absent: Jane Patton

Others Present: Peter Fohlin, Cathy Yamamoto, Debra Turnbull, John Strachan, Peter Mehlin, Donna Estes, Janet Saddler, David Irwin

1. **CHAIRMAN'S OPENING STATEMENT-** Chairman Allen thanked the voters of Williamstown for their overwhelming support of the warrant articles regarding the Spruces at the special town meeting.
2. **SELECTMAN'S MINUTES-** Mr. Sheldon moved to accept the minutes from the December 9, 2013 meeting. Mr. Rempell seconded the motion. Mr. Turbin recused himself from the vote due to his absence from the meeting. The motion carried 3-0-1.
3. **LICENSES AND PERMITS-** The Board approved the one day liquor license request from Images Theatre for their fundraiser on March 2, 2014 for the Red Carpet Night Event at 50 Spring Street from 8 pm-12am. Mr. Rempell moved to approve the one day license. Mr. Sheldon seconded. Motion passed 4-0-0.
4. **ITEMS FOR SELECTMAN'S CONSIDERATION:**

A. Audit Review with Adelson and Co. (David Irwin) - David Irwin, representing Adelson and Co., submitted a clean report for the town's audit for fiscal year 2013. Mr. Sheldon questioned the omission of the pension disclosure information. Mr. Irwin commented that the pension information is available from the Berkshire Regional Retirement System. These financial disclosures have never been included in the Adelson audit. The town's combined ending fund balance, or total net position (assets minus liabilities), on June 30, 2013 was \$32,101,008. Total net position decreased during fiscal 2013 by (\$870,613) as a result of an increase in business type assets (water/sewer and landfill) of \$89,212 and a net decrease in government assets of (\$959,825). The government decrease was due largely to the town's implementation of Statement 45 of the Governmental Accounting Standards Board which requires towns to record a Net Other Post-Employment Benefit Obligation. Mr. Irwin confirmed for Mr. Rempell that the net decreases will continue due to this legislation in the coming years. Funding this legislative requirement increases the town's bond rating. These monies become restricted once

they are deposited into the trust. The town's total debt on June 30, 2013 was \$4,065,000. The town currently is utilizing only 7% of what it is able to borrow. Mr. Rempell noted that the 2.4% increase in State Aid was still at the lowest level since 2004. Mr. Rempell also noted the decrease in taxes for new construction. These figures did not reflect the building projects at Williams and the Clark Art Institute due to their tax exempt status. Mr. Irwin also noted a deficit in snow and ice removal. Mr. Fohlin also commented in his town manager's report that costs for snow and ice removal may come in at a deficit for fiscal 2014 due to the current weather conditions with increased snowfalls and fluctuating temperatures. Additional information regarding the audit results may be reviewed in the Adelson Audit Financial Statements located in the town hall. Mr. Irwin complemented the finance department on their policies, procedures and collection percentage which is very high. Mr. Irwin also noted that the town may be subject to an additional single audit as a result of the Spruces FEMA grant.

B. Photech and 59 Water Street Request for Proposals (Affordable Housing Committee) - Cathy Yamamoto, Chair of the Affordable Committee, presented the Requests for Proposals for 330 Cole Avenue and 59 Water Street. These RFP's reflect five years of work by the committee. It was noted that these two properties were turned over to the Board of Selectmen approximately 10 years ago for disposal by the board. It was also noted that if redevelopment projects were approved for these properties that they would not meet the current need for affordable housing. Mr. Rempell and Mr. Sheldon suggested that the Affordable Housing Committee be involved in the selection process with discussions utilizing a single select board member or the entire board in weighing the selection criteria. The select board will utilize Procurement Law 30B in evaluating the proposals considering both the narrative proposals regarding what the developer is proposing and its costs and the financial proposals outlining what developers are offering the town for the properties. It was noted that there is an option for a developer to propose projects for both properties either together or singularly. The Community Listening Sessions were also illustrated in Appendix A outlining their preferences for both properties. Cathy Yamamoto also asked that the ads for the sale of the properties be posted in the Central Register of the Commonwealth on January 14, 2014. The ad will run 30 days. The Board of Selectmen will send out the RFPs. We will allow six weeks for developers to respond with a March 7, 2014 deadline. Reviews will begin March 10, 2014, recommendations made on April 14, 2014 and decisions made on April 28, 2014. The motion was made to approve both RFPs by Mr. Sheldon. Mr. Rempell seconded the motion. The motion passed 4-0-0.

C. Sign Deed to separate Photech lot south of Hoosac River from parcel 119-18- The selectman signed the Quitclaim Deed to separate the land on the other side of the Hoosac River from the Phototech parcel on the south

side of the river (approx. 4.9 acres). The Photech parcel will be prohibited from single family housing and they will not be able to have gardens other than those planted in raised beds. Mr. Rempell made the motion to sign the deed. The motion was seconded by Mr. Turbin. The motion passed 4-0-0.

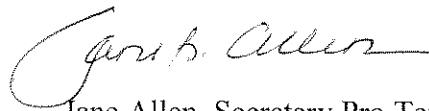
- D. Review December 18, 2013 Liquor License Compliance Checks-** Mr. Fohlin presented the results of the Liquor License compliance checks on behalf of Chief Johnson. Twenty two establishments were entered. The under aged individual was carded and refused at all twenty two locations.
- E. Contract for Spruces Relocation Advisory Agent-** The town of Williamstown is required to hire a relocation advisory agent by the Uniform Relocation Law and M.G.L.79A. The agent will assist residents in their relocation efforts as well as assist the town in interpreting and navigating the requirements of the URL and M.G.L. 79A. Mr. Fohlin is recommending Patricia Smith (Trish Smith) from Springfield, MA. Her two year contract from January 2014-January 2016 is \$58,080 with contingency. Ms. Smith has been approved by the Department of Housing and Community Development. Ms. Smith will be in Williamstown 1-2 days per week. We are establishing an office for her on the third floor. The Board of Selectmen accepted Mr. Fohlin's recommendation. The motion was moved by Mr. Turbin to hire Ms. Smith. The motion was seconded by Mr. Sheldon. The motion passed 4-0-0. The contract was signed by Chairman Allen.
- F. Discussion of Williamstown Government Structure (Allen) -** Chairman Allen presented a power point presentation illustrating the town government structure. This presentation is timely because each entity is looking to embark on a capital project. Chairman Allen outlined that within the town of Williamstown there exists a Board of Selectmen, voted by the citizens of Williamstown, which hires the town manager and appoints citizens to serve on 25 town boards and committees including the Public Safety Building Committee. This committee is currently evaluating the community's need for a new public safety building capable of possibly housing the ambulance service, fire district and police department. The committee includes Chairman Jane Patton, Selectman; Ed Briggs, Fire Prudential Committee member; Scott McGowen, Police Department; Andy Hogeland and Dan Gendron, Finance Committee; Ann McCallum, Planning Board and Shawn Godfrey, Village Ambulance. Others in town government, elected by the voters are Library Trustees, the Housing Authority, the Town Moderator (who appoints the Finance Committee), the Planning Board and the Elementary School Committee. Another independent entity is the Williamstown Fire District which has a Prudential Committee, elected by the voters of Williamstown, to oversee the operations of the fire department and hires the fire chief. The Fire

District also has an elected Fire District moderator to moderate their town meetings. The third governmental entity is the Mt. Greylock Regional School District, governed by a school committee, elected by the voters of Lanesborough and Williamstown. There is a superintendent hired by the school committee and they currently have a building committee exploring options for a new school. The fourth entity is the non-profit Village Ambulance Service. They have a Board of Directors who hire a general manager. They are also evaluating their space needs. Chairman Allen thought it was important to review this structure in order to clarify the various entities and establish their governance.

G. **Water/Sewer Warrant \$313,006.08-** Mr. Rempell moved to accept the water/sewer warrant. Mr. Sheldon seconded the motion. The motion passed 4-0-0.

5. **TOWN MANAGER'S REPORT-** See attached and at www.williamstown.net.
6. **PETITIONER'S REQUEST-** None
7. **OTHER BUSINESS:** Mr. Sheldon shared that the Affordable Housing Trust had approved \$150K to the Highland Woods Project. The trust will also be requesting funds from the Community Preservation Committee. Chairman Allen also shared a letter from the Department of Housing and Community Development granting Williamstown up to \$315K for infrastructure on the Highland Woods project. The next Board of Selectman's meeting is scheduled for Monday, January 27, 2013 at 7:00pm.
8. **ADJOURN:** Mr. Turbin moved to adjourn the meeting at 9:00 pm. Mr. Rempell seconded the motion. The motion carried 4-0-0.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Jane B. Allen".

Jane Allen, Secretary Pro Tempore